



Employment Opportunity Police Officer/ Police Officer Trainee

SALARY

\$1,948 - \$2,614 Biweekly \$4,221 - \$5,663 Monthly \$50,650 - \$67,956 Annually

OPENING DATE: March 30, 2007

CLOSING DATE: Continuous

THE POSITION

Police Officers and Trainees perform law enforcement and crime prevention work; control traffic flow and enforce State and local municipal codes, violations and traffic regulations; perform investigative work; participate in and provide support and assistance to special crime prevention and enforcement programs; and perform a variety of technical and administrative tasks in support of the department.

Police Officer Trainee: This is the entry-level class in the sworn Police Officer series. The classification is designed for candidates currently attending a POST-certified Regular Basic Course academy or for those who have successfully completed a California POST-certified Regular Basic Course academy (Intensive, Extended or Modular formats) by date of appointment. This class is distinguished from the Police Officer by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as work experience.

Police Officer: This is the full journey level class within the Police Officer series. Employees within this class are distinguished from the Police Officer Trainee by the performance of the full range of duties as assigned including the full range of law enforcement work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Tentative oral board interview schedule

- Thursday, June 26, 2008
- Thursday, August 21, 2008
- Thursday, October 16, 2008
- Thursday, December 4, 2008

If you are to be scheduled for an interview, you will receive written notification.

EXAMPLES OF DUTIES

- Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; assist stranded motorists.
- Answer calls and complaints involving automobile accidents, robberies, and related misdemeanors and felonies; render first aid as required.

- Respond to general public service calls including animal complaints, domestic disturbances, civil complaints, property control, and related incidents.
- Collect, process, photograph and present evidence using scientific techniques including fingerprints, fibers, blood, and related physical evidence.
- Check buildings for physical security.
- Serve as Field Training Officer as assigned; train new officers on departmental policies, procedures and activities.
- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.
- Direct traffic at fire, special events, and other emergency or congested situations.
- Conduct investigations of serious injury and fatality
Conduct traffic accident analyses and general traffic surveys.
- Conduct a variety of criminal investigations involving crimes against persons and property, auto theft, white-collar crime, and narcotics; gather evidence and prepare cases for prosecution.
- Identify suspects; conduct interviews and interrogations; apprehend and arrest offenders.
- Teach bicycle safety in accordance with State agencies.
- Contact and interview victims and witnesses; preserve and investigate crime scenes.
- Conduct covert, undercover investigations as assigned.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.
- Assist in the performance of special investigative and crime prevention duties as required.
- Prepare reports on arrests made, activities performed and unusual incidents observed.
- Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; administer polygraph tests; gather and preserve evidence; testify and present evidence in court.
- Serve warrants within the department and with outside agencies; remain current on laws and procedures required for processing warrants.
- Act as Watch Commander; review and approve the reports of other Police Officers.
- Perform a wide variety of laboratory tests and procedures including those related to narcotics testing; act as Department photographer; testify in court as an expert witness.
- Serve as Department Training Manager; review and assess training needs and available programs; oversee and coordinate the attendance of Departmental staff at training programs and seminars; research policies and procedures related to training activities.

- Serve as Crime Prevention Officer; oversee and coordinate crime prevention activities; make presentations to local citizens and community groups.
- Serve as Intelligence Officer or Gang Officer; gather crime related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.
- Investigate juvenile related crimes including child abuse and juvenile narcotics; coordinate youth services with outside agencies and organizations including local school districts; conduct community presentations and instruct assigned classes.
- Participate in recruiting sworn staff; conduct background investigations; interview potential job candidates and references; administer voice stress analysis tests.
- Give oral presentations at schools, clubs and other community organizations.
- Act as Department court liaison.
- Perform related duties as assigned.

Ability to:

- Learn proper Police procedures and methods.
- Analyze situations quickly and objectively, and determine and take emergency and/or appropriate action.
- Understand and carry out oral and written instructions.
- Communicate effectively, both orally and in writing.
- Learn the operation of standard equipment and facilities required in the performance of assigned tasks including a computer.
- Type at a reasonable speed necessary for successful job performance (25 wpm).
- Learn standard broadcasting procedures of a police radio system including mobile dispatch terminals.
- Meet the physical requirements established by the Department.
- Prepare accurate and grammatically correct written reports.
- Use and care for firearms.
- Use maps and learn City geography.
- Handle multiple assignments.
- Perform occasional medium-heavy lifting up to 75 lbs.

Police Officer:

In addition to the abilities listed for Police Officer Trainee:

Knowledge of:

- Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.
- Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.
- Offensive and defensive weapons nomenclature and theory.
- Self defense tactics.
- First aid and CPR procedures and practices.
- Interviewing and interrogation techniques.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- None required.

Training:Police Officer Trainee

- Equivalent to the completion of the twelfth grade.
- Graduates of a California POST-certified Regular Basic Course must have completed a minimum of 30 units of college coursework from an accredited college or university.
- Candidates currently enrolled in a California POST-certified Regular Basic Course must have completed a minimum of 15 units of college coursework from an accredited college or university.
- Possession of an Associate of Arts degree is desirable.

License or Certificate:

- Possession of an appropriate, valid driver's license at time of application; valid California driver's license by time of appointment
- Police Officer Trainees must be currently attending or completed a California POST certified Regular Basic Course (Intensive, Extended or Modular formats). Proof of completion of a California POST certified Regular Basic Course is required by time of appointment. Certificate must be dated within three years unless candidates has qualifying service, as defined in the POST Administrative Manual, Regulation 1008(b), within the past three years.

Additional Requirements

- Minimum of 21 years of age at time of application.
- Must meet physical requirements of the job established by the department.
- Physical condition is, after examination by a licensed physician and surgeon, free from any physical, emotional, or mental condition that might adversely affect his/her exercise of powers as a Police Officer.
- Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

Police OfficerExperience:

- One year experience in a California law enforcement agency which requires a Basic POST certificate.

Training:

- Equivalent to the completion of the twelfth grade and completion of a minimum of 30 units of college coursework from an accredited college or university. Possession of an Associate of Arts degree is desirable.

License or Certificate:

- Possession of an appropriate, valid driver's license at time of application; valid California driver's license by time of appointment.
- Possession of a Basic POST Certificate from the State of California.

Additional Requirements:

- Minimum of 21 years of age at time of application.
- Must meet physical requirements of the job established by the department.
- Physical condition is, after examination by a licensed physician and surgeon, free from any physical, emotional, or mental condition that might adversely affect his/her exercise of powers as a Police Officer.
- Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

WORKING CONDITIONS

Environmental Conditions:

- Field environment; travel from site to site.

Physical Conditions

- Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized equipment and vehicles and medium/heavy occasional lifting up to 75 lbs.

EMPLOYMENT INFORMATION**THE SELECTION PROCESS**

Applicants will be assessed on the application materials submitted. This information will be carefully evaluated. Resumes are an important screening tool. Applications that are not accompanied by resumes may be more difficult to assess. Do not substitute any part of the application form with the words "SEE RESUME."

Applicants considered to be the most qualified will be invited to continue in the selection process. The selection process may consist of any combination of a written examination, performance test and/or an oral board interview.

Candidates successful in all phases of the testing process are placed on an eligible list based on test scores. Eligible lists are used to fill existing and future vacancies for a period of one year. Eligible lists may be extended or abolished sooner based on the needs of the City. Placement on the list does not guarantee employment.

The Personnel Department reserves the right to revise the selection process to best meet the needs of the City.

Reapplication Process: A disqualification from one recruitment does not restrict an applicant's ability to re-apply in future recruitments.

Applicants are responsible for their own travel expenses.

EMPLOYMENT POLICY

The City of Modesto is an Equal Opportunity Employer regardless of race, color, ancestry, religion, sex, national origin, marital status, age, mental or physical disability, or perceived disability, medical condition, pregnancy-related condition, sexual orientation, political affiliation or political belief.

The City of Modesto is in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Qualified women, minorities and disabled persons are strongly encouraged to apply.

- Persons selected must provide verification of eligibility to work in the United States of America.
- Persons appointed to City positions may be fingerprinted.
- After an offer of employment is made, a candidate will be required to successfully complete a City-paid physical examination.
- No person shall be appointed to a salaried position with the City of Modesto who is a relative by blood or marriage within the second degree (parents, brothers, sisters, children, grandparents, or grandchildren) of the Mayor, Council Member, City Manager, or any Officer of the City exercising the appointive power.

- The City of Modesto maintains a non-smoking work environment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE**AT:**<http://www.modestogov.com>

OR

City of Modesto Personnel Department

1010 10th Street, Suite 2200

P.O. Box 642

Modesto, CA 95353

(209) 577-5402

EXAM #
POLICE OFFICER/ POLICE OFFICER
TRAINEE
KM

Police Officer/ Police Officer Trainee Supplemental Questionnaire

- * 1. Are you currently enrolled in or have you completed the POST Basic Academy? Please send the verification of enrollment in this academy or the POST Basic Certificate of completion to the City of Modesto Personnel Department by e-mail to personnel@modestogov.com, by fax to (209) 571-5813, or by mail to P.O. Box 642 Modesto, CA 95353. We are unable to process your application without this documentation.

☐ Yes ☐ No

- * 2. This classification is eligible for Veteran's Preference. Do you wish to claim Veteran's Preference? To claim Veteran's Preference, you must submit the [Veterans' Preference Form](#) along with your DD 214 to the City of Modesto Personnel Department by email to personnel@modestogov.com, by fax to (209) 571-5813, or by mail to P.O. Box 642 Modesto, CA 95353.

☐ Yes ☐ No

- * 3. Are you twenty-one years of age or older?

☐ Yes ☐ No

* Required Question